



**FY 2026
Application
Workshop
Webinar
Nonprofit Security
Grant Program
(NSGP)**

UPDATED: JANUARY 2026

Public Safety Office

NSGP Application Webinar

Program Overview

- Eligible Organizations
- Eligible Activities
- Funding Overview
- Application Process and Timeline

eGrants

- Guide for applying in eGrants

Investment Justification

- Resources for preparing an application

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Nonprofit Security Grant Program (NSGP) - Overview

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Purpose: The objective of the NSGP is to provide funding for physical and cyber security enhancements as well as other security-related activities to nonprofit organizations that are at high risk of a terrorist or extremist attack.

Terrorism: Any activity involving a criminally unlawful act that is dangerous to human life or potentially destructive of critical infrastructure or key resources, and that appears intended to intimidate or coerce a civilian population, to influence government policy by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

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NSGP Eligibility – Applicant

The **State Administrative Agency (SAA)** is the only eligible applicant to apply for funding to FEMA.

Nonprofit organizations are eligible as **subapplicants** to the SAA. As such, **nonprofit organizations must apply for NSGP funding through their SAA**, who then submits all application information to FEMA.

Nonprofit organizations may not apply directly to DHS/FEMA for NSGP funds.

Eligible organizations are:

- Registered 501(c)(3) nonprofit or otherwise are organizations described under section 501(c)(3) of the IRS Code of 1986 (IRC) and exempt from tax under section 501(a) of such code;
- Have an active/valid filing with the IRS or the Texas Secretary of State to ensure 501(c)(3) status;
- Have an active System for Award Management (SAM) registration (Slide 7);
- Able to demonstrate, through the application, that the organization is at high risk of a terrorist attack
- Faith based organizations may be exempted from providing proof of 501(c)(3) status (see next slide)

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NSGP Eligibility – Subapplicant

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Churches (including integrated auxiliaries and conventions or associations of churches) that meet the requirements of section 501(c)(3) of the Internal Revenue Code are automatically considered tax exempt and are not required to apply for and obtain recognition of exempt status from the IRS.

Every organization exempt from federal income tax under Internal Revenue Code section 501(a) must file an annual information return **except:**

- A church, an interchurch organization of local units of a church, a convention or association of churches
- An integrated auxiliary of a church
- A church-affiliated organization that is exclusively engaged in managing funds or maintaining retirement programs
- A school below college level affiliated with a church or operated by a religious order
- Church-affiliated mission societies if more than half of their activities are conducted in, or are directed at persons in, foreign countries
- An exclusively religious activity of any religious order

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System for Award Management (SAM)

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SAM.gov link: [SAM.gov](https://sam.gov) | [Entity Registrations](#)

Home Search Data Bank Data Services Help

SAM.GOV®

Official U.S. Government Website
100% Free

The Official U.S. Government System for:

- Contract Opportunities**
(was fbo.gov)
- Contract Data**
(Reports ONLY from fpds.gov)
- Wage Determinations**
(was wdol.gov)
- Federal Hierarchy**
Departments and Subtiers
- Assistance Listings**
(was cfda.gov)
- Entity Information**
Entities, Disaster Response Registry, and Exclusions
- Entity Reporting**
SCR and Bio-Preferred Reporting

Register Your Entity or Get a Unique Entity ID
Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

Check Registration Status

Already know what you want to find?

Select Domain... ▼ e.g. 1606N020Q02

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NSGP Eligibility – Subapplicant

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What type of entities/organizations are eligible to apply under NSGP?

The list below is not exhaustive and only provides examples of potential eligible organizations, all of which must be nonprofits.

- ✓ Houses of worship
- ✓ Educational facilities
- ✓ Medical facilities
- ✓ Camps
- ✓ Museums
- ✓ Senior centers/care facilities
- ✓ Community and social service organizations
- ✓ Shelters/crisis centers
- ✓ Event venues
- ✓ Science organizations

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NSGP Eligibility – Subapplicant

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What type of entities/organizations are not eligible to apply under NSGP?

- X Utility companies
- X Organizations active in politics/lobbying
- X For-profit hospitals
- X For-profit colleges/universities
- X Volunteer fire departments*
- X Governmental entities*
- X For-profit venues, stadiums, amusement parks, clubs, etc.
- X For-profit transportation entities
- X Municipal/public schools (elementary, middle, or high schools)*
- X Kiwanis, Rotary, Lions Clubs, etc.
- X Homeowner associations, labor unions, etc.

** Public ISDs and other governmental entities are eligible for funding under other programs*

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NSGP Eligibility – Subapplicant

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1. Eligible nonprofit subapplicants located **within** UASI-designated high-threat, high-density urban areas may apply to the SAA (applicant) to receive funding only under NSGP-UA.
 2. Eligible nonprofit organization subapplicants located **outside** of UASI-designated high-risk urban areas may apply to the SAA (applicant) to receive funding only under NSGP-S.
- DHS/FEMA will verify that nonprofit sub-applicants have applied to the correct program and may disqualify the applications of nonprofit sub-applicants that apply to the wrong program.
 - ***UASI*** – Urban Area Security Initiative
 - ***NSGP-UA*** – Nonprofit Security Grant Program-Urban Area
 - ***NSGP-S*** – Nonprofit Security Grant Program-State

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NSGP Eligibility – Subapplicant

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- Current designated UASIs:
 1. **Dallas/Fort Worth/ Arlington** (Includes counties: Dallas, Denton, Tarrant and Collin)
 2. **Houston** (Includes counties: Harris, Fort Bend, Montgomery, Brazoria, and Galveston)
 3. **San Antonio** (Includes counties: Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendal, Kerr, McMullen, Medina, and Wilson)
 4. **Austin** (Includes counties: Williamson, Travis, Hays)

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NSGP Eligibility – Activities - Planning

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Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities. Planning must be related to the protection of the facility and the people within the facility and should include consideration of access and functional needs considerations as well as those with limited English proficiency.

Allowable uses of funds for planning:

1. Development and enhancement of security plans and protocols;
2. Development or further strengthening of security assessments;
3. Emergency contingency plans;
4. Evacuation/Shelter-in-place plans;
5. Coordination and information sharing with fusion centers; and
6. Other project planning activities with prior approval from FEMA.

FEMA has several free resources for organizational planning. Links for these resources are provided in the final slides of this presentation.

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NSGP Eligibility – Activities - Equipment

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Allowable costs are focused on target hardening and physical security enhancements. Funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or protection against the risk of a terrorist attack. This equipment is limited to select items on the Authorized Equipment List (AEL).

A full list of the anticipated allowable AEL codes, including the item's plain-language description specific to the NSGP will accompany this presentation when it is emailed to all attendees.

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NSGP Eligibility – Activities - Exercises

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Funding may be used to conduct security-related exercises. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, and documentation. Exercises afford organizations the opportunity to validate plans and procedures, evaluate capabilities, and assess progress toward meeting capability targets in a controlled, low risk setting.

FEMA has several free resources for organizational exercise planning. Links for these resources are provided in the final slides of this presentation.

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NSGP Eligibility – Activities - Training

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Nonprofit organizations may use NSGP funds for the following training-related costs:

- Employed or volunteer security staff to attend security-related training within the United States;
- Employed or volunteer staff to attend security-related training within the United States with the intent of training other employees or members/congregants upon completing the training (i.e., “train-the-trainer” type courses); and
- Nonprofit organization’s employees, or members/congregants to receive on-site security training.

Allowable training-related costs under the NSGP are limited to attendance fees for training and related expenses, such as materials, supplies, and/or equipment. Overtime, backfill, and travel expenses are **not** allowable costs. See the 2025 Notice of Funding Opportunity (NOFO), page 79 for more details.

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NSGP Eligibility – Activities – Management & Administration (M&A)

- M&A costs are for activities directly related to the management and administration of the award.
- M&A expenses must be based on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.
- M&A expenses may not exceed 5% of the total project costs
- M&A costs include the following categories of activities:
 1. Hiring of full-time or part-time staff or contractors/consultants responsible for activities relating to the management and administration of NSGP funds. Hiring of contractors/consultants must follow the applicable federal procurement requirements at 2 C.F.R. §§ 200.317-200.327; and
 2. Meeting-related expenses directly related to M&A of NSGP funds.

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NSGP - Unallowable Costs /Activity Examples



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The following projects and costs are considered ineligible for award consideration:

- Organization costs, and operational overtime costs;
- Direct hiring of public safety personnel;
- General-use expenditures;
- Overtime and backfill;
- Initiatives that do not address the implementation of programs/initiatives to build prevention and protection-focused capabilities directed at identified facilities and/or the surrounding communities;
- The development of risk/vulnerability assessment models;
- Initiatives that fund risk or vulnerability security assessments or the development of the IJ;
- Initiatives in which federal agencies are the beneficiary or that enhance federal property; *(continued on next slide)*

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NSGP - Unallowable Costs/Activity Examples



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The following projects and costs are considered ineligible for award consideration (*continued*):

- Initiatives which study technology development;
- Proof-of-concept initiatives;
- Initiatives that duplicate capabilities being provided by the Federal Government;
- Organizational operating expenses;
- Landscaping /grounds maintenance;
- Reimbursement of pre-award security expenses;
- Cameras for license plate readers/license plate reader software;
- Cameras for facial recognition software;
- Sexual Predator Screening Database;
- **Self defense training/tasers/pepper spray***;
- **Weapons or weapons-related training****; and
- Knox boxes.

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NSGP – Acceptance of Federal Funding

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Strings are attached to grant funding

- Federal grant requirements (rules/regulations)
 - 2 CFR, NOFO, Preparedness Grants Manual, FEMA Information Bulletins, etc.
- State law, rules and regulations
 - Texas Grant Management Standards (TxGMS), Texas Administrative Code (TAC), etc.
- Financial Reporting requirements (Quarterly)
- Performance reporting requirements (Bi-annual)
- Document retention (at least 3 years beyond grant period)



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NSGP – Federal EHP Requirements

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POST AWARD REQUIREMENT: All funded projects with equipment installation must undergo an EHP Review to ensure compliance with EHP laws and NEPA.

- **EHP:** Environmental/Historic Preservation
 - Federal money cannot be used in a way that damages historic buildings
 - Buildings 45 years or older can expect additional review
- **NEPA:** National Environmental Protection Act
 - Federal government money can't be used in a way that will harm the environment.
 - This includes air, water, animals, people, noise
- **All funded projects will require an EHP screening form unless contracted security is all that is being requested.**

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NSGP – Period of Performance (PoP)

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Grant performance period may be up to 30 months

(09/01/2026 – 02/28/2029)

Note: The EHP review, and approval can be a multi-month approval process



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NSGP Funding

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- Per the 2025 NSGP-NSS NOFO, both NSGP-UA and NSGP-S subapplicants may apply for up to \$200,000 per site.
- Nonprofit organization may request funding for up to three (3) separate sites for a maximum of \$600,000.
- Requests for multiple sites must be submitted through multiple applications to the SAA. One site per application.
- Physical location of the site to be protected determines eligibility under NSGP-UA or NSGP-S
- The NSGP does not have a match requirement
- Applicants are encouraged to request the maximum amount for each site.

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NSGP Funding

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What constitutes a site when applying for NSGP funding?

The NSGP defines a “site” as a singular address or physical building. If a nonprofit organization has multiple buildings at the same address, each building can be identified by name (e.g., “Building A,” “Building B”).

Each site applying for funding must have its own unique Vulnerability Assessment and application.

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NSGP Funding – Historical Overview

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Year	National Amount	DFWA Projects Funded	Houston Projects Funded	San Antonio Projects Funded	Austin Projects Funded	NSGP-S	Total Awards in Texas
FY2019	\$60 mil	2	5	1		6	\$1.2 mil
FY2020	\$90 mil	7	6	5		23	\$3.8 mil
FY2021	\$180 mil	1	11	4		29	\$6.4 mil
FY2022	\$250.15 mil	15	20	9		29	\$10 mil
FY2023	\$305 mil	30	18	7	2	45	\$14.4 mil
FY2024	\$454.5 mil*	68	46	18	14	72	\$31.1 mil
FY2025							

*Includes \$180 million from the National Security Supplemental (Israel Security Supplemental Appropriations Act, 2024)

- The Federal appropriation is split between NSGP-UA and NSGP-S
- NSGP-UA projects compete with other NSGP-UA projects nationwide

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Preparing for the Application to the SAA

- Nonprofit Organizations applying to the SAA will need to prepare four documents for each site:
 - ✓ Organization Mission Statement
 - ✓ Site Vulnerability Assessment CISA
 - ✓ Investment Justification (use the FY26 form upon release, do NOT upload the FY25 Investment Justification)
 - ✓ Resolution FormAdditional documentation needed include:
 - ✓ Completed Texas Payee ID application
 - ✓ Completed Direct Deposit Form
 - ✓ Completed IRS W-9 Form
- Organizations will also need to register in the SAM to secure a SAM UEI number. **NOTE: There are no costs associated with SAM registration. Please be mindful for potential scams requesting payment to complete a SAM registration.**
- Identify grant officials for each project and register for eGrants user accounts.

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Mission Statement

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- A mission statement is a formal summary of the aims and values of an organization. The three components of a mission statement include the purpose, values, and goals of the organization. The provided statement should discuss the “who, what, and why” of your organization.
- Tip: It is highly recommended that the Mission Statement is documented on official letterhead. This element helps inform and validate a nonprofit organization’s categorical self-identification based on its ideology, beliefs, mission, function, or constituency served/supported.

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Vulnerability Assessment (VA)

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- A vulnerability assessment is used to identify and validate physical security deficiencies of your organization/facility and is the foundation of an NSGP application.
- Currently there is no prescribed format or template for the assessment. CISA is preferred.
- Vulnerability assessments can be provided in the form of a **Cybersecurity and Infrastructure Security Agency (CISA) Self-Assessment (Facility Security Self-Assessment | CISA)**, State or Local Law Enforcement Assessment, Contractor Assessment, or other valid method of assessment.
- The vulnerability assessment involves looking inside the organization for internal vulnerabilities and weaknesses. Projects/activities requested through the NSGP should align to mitigate items identified in the vulnerability assessment.

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Nonprofit Security Grant Program (NSGP) – Overview - Timeline

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1. Budget for FY26
 - No specifics for FY26 are known until AFTER Congressional funding is signed into law.
2. FY26 NOFO and materials are published
 - 60 days after the FY26 budget is signed into law. The policies and materials shared at this point are the final federal documentation.
3. FY26 NSGP application materials due to SAAs
 - This deadline is DIFFERENT than any dates published in FEMA materials and will vary by state/territory.
 - The deadline for submitting application to the SAAs will depend on the time FEMA provides to the SAAs
4. FY26 Federal application and materials due to FEMA
 - This deadline is different each year depending on when the appropriation is signed.
 - SAAs may have anywhere from 30 to 80 days to submit the Federal application

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Nonprofit Security Grant Program (NSGP) – Overview - Timeline

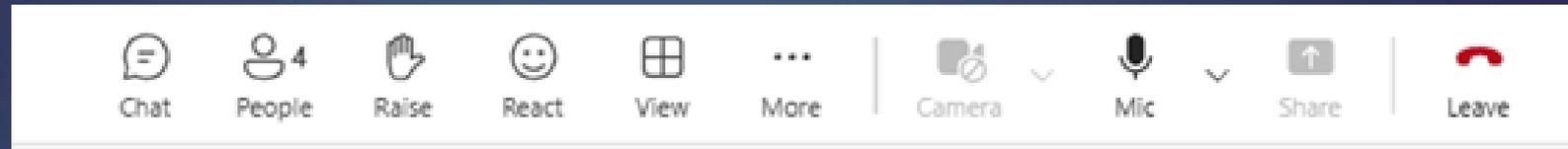
29

The FY 2026 NSGP has not been funded by congress yet, and the NOFO has not been released

SAA applications for the FY 2026 NSGP **opened** on **January 12, 2026**

SAA applications for the FY 2026 NSGP **close** on **March 12, 2026**

- After the NOFO is released, the SAA will send a notice to all organization that have started an application in eGrants that will include:
 - Any updated program guidance that may impact an organizations application;
 - The FY 2026 Investment Justification Template;
 - Any additional updates that may impact the application period.



Once the facilitator opens the floor for questions, one of two things will happen:

- A. You see the mic icon become active. Look at the toolbar at the top or bottom of your screen. If the mic icon is no longer greyed out, click it to unmute. Speak normally. Click again to mute when finished.
- B. You get a pop-up asking to unmute. Sometimes the presenter unmutes you directly.

You'll see a prompt like: "The organizer would like to unmute your microphone." Click Unmute to accept.

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NSGP – Creating and Completing the State Application

Home Contact Us Login

Guides Funding Opportunities Resources

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The Office of the Governor plays a key role in shaping the future of the Lone Star State.

eGrants

About eGrants

Online Grant Management

eGrants is the online grant management system used by Public Safety Office programs. Register for an account, submit and certify an application, and then manage any grant awarded to your agency.

Login Register

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Application Process – eGrants User Account Registration

eGrants link: <https://egrants.gov.texas.gov/Default.aspx>

- Used to administer all grants made by the PSO.
- Applications to the SAA are only accepted through eGrants
- Nonprofit organizations will need to identify and designate at least three (3) grant officials and register for eGrants User accounts



The banner features a collage of images: a gavel, a Texas state flag, and a cityscape. A dark blue box with a white star contains the text "Over \$586M Awarded".

About eGrants

Online Grant Management

eGrants is the online grant management system used by Public Safety Office programs. Register for an account, submit and certify an application, and then manage any grant awarded to your agency.

[Login](#) [Register](#)

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Application Process – eGrants User Account Registration

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Create a New Account

Please fill out the information below.

User Name	Business Phone
Email	Alternate Phone
Re-enter email address	Fax Number
First Name	Position
Last Name	Title: --- Select One ---
Salutation: --- Select One ---	Address Line 1
Address Line 2	City
State: Texas	Zip Code

[REGISTER FOR AN EGRANTS ACCOUNT](#)

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NSGP – Creating and Completing the State Application

Click here to view
funding opportunities

The screenshot shows the eGrants website interface. At the top, there is a navigation bar with links for Home, Contact Us, and Login. Below this, a secondary navigation bar contains links for Guides, Funding Opportunities, and Resources. The main content area features a large banner with a background image of the Texas State Capitol building. The banner text reads: "Public Safety Office" in large, bold, light blue letters, followed by "The Office of the Governor plays a key role in shaping the future of the Lone Star State." in white text. At the bottom of the banner, the word "eGrants" is written in large, bold, light blue letters. On the right side of the banner, there is a circular seal of the Governor of Texas, featuring a five-pointed star in the center and the words "THE STATE OF TEXAS" and "GOVERNOR" around the perimeter.

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NSGP – Request for Applications

Name:	Available	Due Date
Nonprofit Security Grant Program (NSGP), Federal Fiscal Year 2026	01/12/2026	03/12/2026
Purpose: The Public Safety Office (PSO) is soliciting applications for projects that support physical security enhancements and other security activities to nonprofit organizations that are at high risk of a terrorist attack based on the nonprofit organization's ideology, beliefs or mission. The Nonprofit Security Grant Program (NSGP) seeks to integrate the preparedness activities of nonprofit organizations that are at high risk of a terrorist attack with broader state and local preparedness efforts. The NSGP also serves to promote emergency preparedness coordination and collaboration activities between public and private entities.		
Eligible Organizations: Applications may be submitted by nonprofit corporations. Eligible nonprofit corporations are limited to those: <ol style="list-style-type: none">1. Described under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code.2. Determined to be at high risk of a terrorist attack by the Secretary of the Department of Homeland Security (DHS).		
Total Funds \$TBD	Read More	

Applicants are highly encouraged to read the Request for Applications (RFA) “Announcement” very carefully.

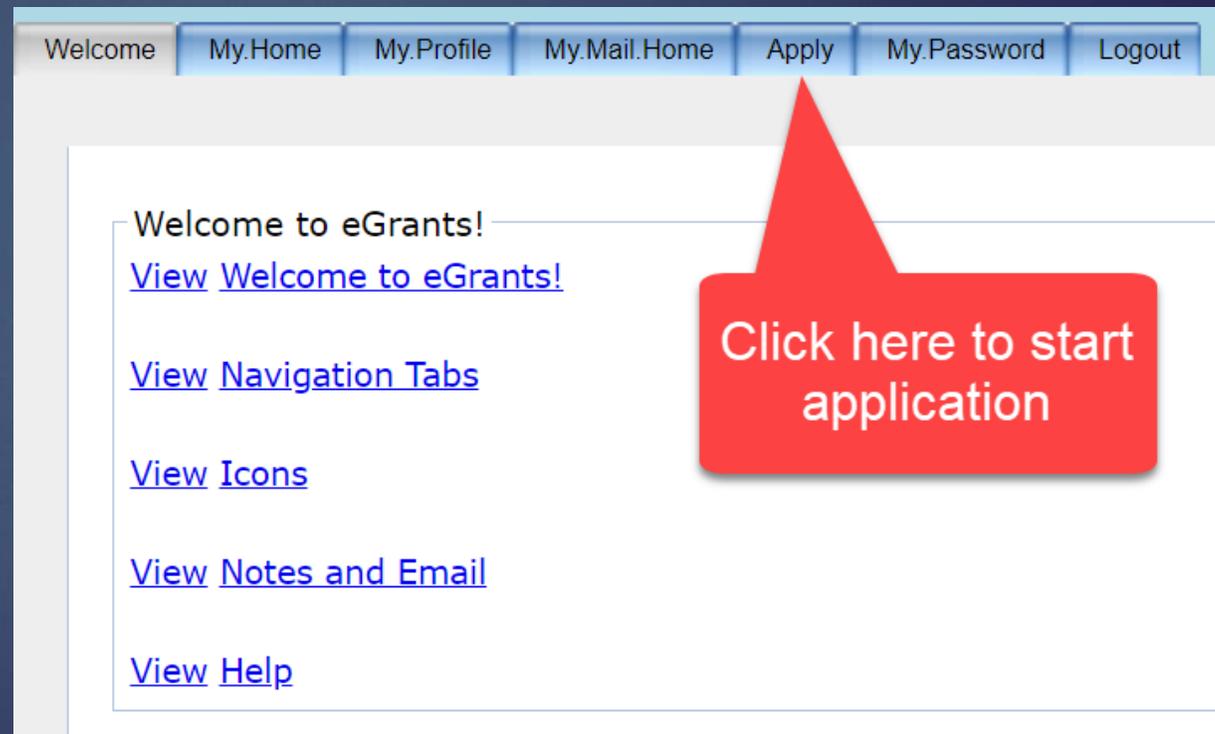
Click ‘Read More’ to view the funding announcement

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NSGP – Creating an Application

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Once you are logged into eGrants you will need to click on the “Apply” tab to search for the funding opportunity.



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NSGP – Creating an Application

You will need to make the selections shown on this illustration and select “Search for Funding Opportunities”.

Welcome My.Home My.Profile My.Mail.Home Apply My.Password Logout

General Information and Instructions
[View Introduction](#)
[View Instructions](#)

Funding Agency
Select your desired funding agency: Homeland Security Grants Division (HSGD) **1**

Organization Type
Select your type of organization. Then, if prompted, select any additional organization that applies for this proposed project: [?](#)
Nonprofit Corporation **2**

applying to provide homeland security services **3**

Type of Project
Select one or more general categories below that best describes your proposed project.
 Law Enforcement Prosecution and Court Services Homeland Security **4**

5 - Click here

Search for Funding Opportunities Clear Search Criteria

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NSGP – Request for Applications

- Find the NSGP funding opportunity*
- Select “Apply” to begin your application

Search for Funding Opportunities		Clear Search Criteria		
Available Funding Opportunities				
OOG is now accepting applications for the following opportunities.				
Funding Opportunity RFA (if applicable)	Fund Source	Opportunity Open Date	Opportunity Close Date	Apply
FY24 Operation Lone Star Grant Program - Non Profit (PCA 06499)	BD-Operation Lone Star Grant Program	6/9/2023	8/11/2023	Apply
HSGP State Project Solicitation - FY24 Announcement	HS-Homeland Security Grant Program (HSGP)	12/11/2023	2/8/2024	Apply
HSGP State Project Regular Solicitation - FY24 Announcement	HS-Homeland Security Grant Program (HSGP)	12/11/2023	2/8/2024	Apply
NP - Nonprofit Security Grant Program (NSGP-S) Announcement	NP-Nonprofit Security Grant Program (NSGP)	1/15/2024	3/14/2024	Apply
NP - Nonprofit Security Grant Program (NSGP-U) Announcement	NP-Nonprofit Security Grant Program (NSGP)	1/15/2024	3/14/2024	Apply



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NSGP – Creating an Application

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- State Payee ID – 9 digits (e.g. 12753224554000). These 9 digits are your Federal Employee Identification Number

The screenshot shows a web form with the following sections and callouts:

- State Payee Identification**: A text input field with a red border and a red callout bubble pointing to it that says "Enter your agencies Federal Employer Identification Number (FEIN)".
- Create a Continuation Project**: A section with instructions: "Grantee organizations requesting a grant continuation for a project that request continued funding for will need to enter the existing grant information below. Otherwise, for new projects, leave blank." A red callout bubble points to the text "leave blank" and says "Leave Blank".
- Existing Grant Information**: A text input field with a red border and a red callout bubble pointing to it that says "Click here to start the application".
- Start Application**: A button with a red border and a red callout bubble pointing to it that says "Click here to start the application".

Calculator

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NSGP – Profile Tab

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Eligibility Profile Narrative Activities Measures Budget Documents Homeland.Security Fiscal.Capability Validation Summary Grant.Status Upload.Files Close

Details Grant.Vendor Cost.Allocation

[Printer Friendly](#)

NOTICE – 2-HOUR TIMEOUT: This page will timeout after 2 hours of inactivity. You may save your work at any time by clicking the **Save Only** button at the bottom of the page. The system will alert you when there is 15 minutes remaining in your session.

General Information and Instructions

- [View Introduction](#)
- [View How Do I Assign a New Contact?](#)
- [View List of Permissions By Role](#)
- [View Messages to OOG](#)

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NSGP – Profile Tab

- Input agency information.
- You must include zip code +4
- Enter your desired start and end date
- Please note: project may not begin before 09/01/2026 or end after 02/28/2029.

Identifying Information

Applicant Agency Name: [?](#)
PY18 TEST APP [NP17S47065A] **1**

Project Title: [?](#)

Division or Unit to Administer the Project: [?](#)

Agency Address Line 1: [?](#)

Agency Address Line 2:

City: State: Texas Zip Code:

Start Date: [?](#)

End Date: **2**

Plan Year:

Discretionary Fund

Target Area Information

Select Your Project's Geographic Impact:
 Local Regional Statewide **3**

Select Your Primary Service County:
The county in which the majority of services will be provided, or select **Impact is Statewide**: --- Select One --- **4**

Your project will provide services within: [?](#)
Not applicable

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NSGP – Profile Tab

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- You must assign* four Grant Officials to the application
- These officials must be at least three different people **within** your organization; the grant writer can be the same person as any of the other officials

**Each official must have registered for an eGrants account; you will enter their email address and click “Assign” to link them to the application.*

Grant Officials Information

Authorized Official Email Address: 1

Financial Officer Email Address: 2

Project Director Email Address: 3

Grant Writer Email Address: 4

Title: Ms.

Last Name: Grant Writer

Business Phone: 512-463-1919

Position: Help Desk

Address Line 1: 1200 San Jacinto

City: Austin

Zip Code: 78701

First Name: OOG

Fax Number:

Salutation: Ms.

Address Line 2:

State: Texas

User Name:

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NSGP – Grant Official Roles: Authorized Official (AO)

The **Authorized Official (AO)** is usually a chairman of a non-profit board, executive director, etc.

Authorized Official (AO)
▪ Appointed/authorized by the governing body of the organization.
▪ Authorized individuals are generally the county judge, mayor, chairman of a non-profit board, etc.
▪ Authorized to apply for, accept, reject, alter, or terminate the grant.
▪ Responsible for certifying changes made to applications or grants.

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NSGP – Grant Official Roles: Financial Officer (FO)

The **Financial Official (FO)** must be either an employee or board member and should be the Chief Financial Officer, Auditor, or Treasurer of the Board for the organization.

Financial Officer (FO)
▪ Required to be the chief financial officer (or designee) for the grantee agency.
▪ Responsible for maintaining the financial records to account for all grant funds.
▪ Responsible for requesting funds and the completion of required financial reporting at least quarterly (unless otherwise instructed by the PSO) in eGrants.

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NSGP – Grant Official Roles: Project Director (PD)

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The **Project Director (PD)** must be an employee or member of the organization.

Project Director (PD)

- Must be an employee of the grantee agency.
- Responsible for the day-to-day operations of the project.
- Responsible for required programmatic reporting.

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NSGP – Grant Vendor Tab

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- The Grant vendor tab will capture your agency type, FEI number and SAM* expiration date.
- You must also upload three completed financial documents. Uploading blank or incomplete documents will delay processing any applications and awards.

Vendor Identifying Information

Organization Type

Select your type of organization. Then, if prompted, select any additional organization information:

Nonprofit Corporation 1

applying to provide homeland security services

State Payee ID

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):

2

Select matching payment information:

3

No Match

Unique Entity Identifier (UEI)

UEI (SAM) formerly UEI (DUNS):

4

System for Award Management (SAM)

System for Award Management (SAM)
Applicant assures that it is currently registered or will register in the federal System for Award Management (SAM) database. Information about registration procedures can be accessed at <https://www.sam.gov/>.

Enter the SAM Expiration Date: 5

Is your Agency actively seeking a valid SAM registration? Yes 6

7

Upload Banking Documents

Complete this section to upload banking documents to this project in eGrants.

Choose file type to upload: Direct Deposit Texas Payee ID W9 8

When the Name of the File displays in the box below, click on the Upload button:

No file chosen

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NSGP – Grant Vendor Tab

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The three financial forms required are:

- Texas Payee ID application
- Direct Deposit Form
- IRS W-9 Form

General Information and Instructions

[View Introduction](#)

[View Instructions](#)

[View How Do I Upload Documents to this Project?](#)

[Collapse Forms](#)

To receive payments from the Office of the Governor (OOG), download, complete and upload the following forms within the Uploaded Documents area at the bottom of the Profile/Grant.Vendor tab.

- o Texas Application for Payee Identification Number [Form](#) - 08/17/17
- o Texas Direct Deposit Authorization [Form](#) - Aug '17
- o IRS W-9 [Form](#) - 02/20/15

NOTE: Forms will not be accepted in hard copy format.

Public Safety Office

NSGP – Narrative Tab

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- Specific project information used for funding considerations will be entered into the FY26 Investment Justification (IJ) document.

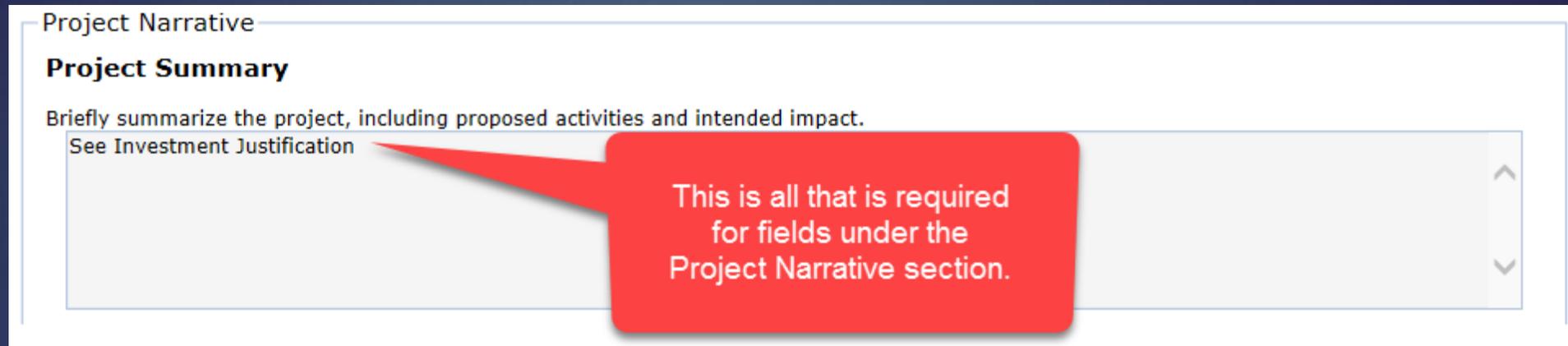
Project Narrative

Project Summary

Briefly summarize the project, including proposed activities and intended impact.

See Investment Justification

This is all that is required for fields under the Project Narrative section.

The image shows a screenshot of a web form titled "Project Narrative". Under the heading "Project Summary", there is a text area with the instruction "Briefly summarize the project, including proposed activities and intended impact." The text area contains the text "See Investment Justification". A red callout box with a pointer to the text says "This is all that is required for fields under the Project Narrative section." The text area has a scrollbar on the right side.

NOTE: Insert "See Investment Justification" in all sections on the Narrative Tab.

Public Safety Office

NSGP – Narrative Tab

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- The resolution has changed from previous years
- The designation of the Financial Officer has been added
- Must be uploaded when the application is submitted

Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must submit a fully executed resolution with the application to be considered eligible for funding. The resolution must contain the following elements (see [Sample Resolution](#)):

- Authorization by your governing body for the submission of the application to the Public Safety Office (PSO) that clearly identifies the name of the project for which funding is requested;
- A commitment to provide all applicable matching funds;
- A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant;
- A designation of the name and/or title of a financial officer who is given the authority to submit financial and/or performance reports or alter a grant; and
- A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

NOTE: The Sample Resolution has moved from the “Documents Tab” to the “Narrative Tab”

Public Safety Office

NSGP – Activity Tab

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- Select Target Hardening
- In the Detailed Project Activity Area, the dedicated percentage will be 100% of your grant funded activities
- You will also need to give a description of your planned activity; it is acceptable to enter “Target Hardening” for the description

Fund Source Information and Requirements

Instructions for Detailed Project Activity Area

After selecting the Target Hardening activity within the **OOG-Defined Project Activity Area** you will be asked to describe the activity within the **Grantee-Defined Project Activity Area**. It is acceptable to enter “**Target Hardening**” into the box labeled **Description of Activity**.

OOG-Defined Project Activity Area

Select Your Project Activities ?

Select one or more project activities that best describe your project. Once you have selected one or more project activities from the list, then click on the **Update Activity Selection** button to add those selections to your project. You will then be able to describe the project activities you selected and added to your project in the **Detailed Project Activity Area**. For a description of the eligible project activities, please click on the **View a Description of the Activities** button.

[Collapse Activity List](#)

Target Hardening

[Update Activity Selection](#) [View a Description of the Activities](#)

Detailed Project Activity Area

Describe Each Activity ?

This section lists all of the items you selected for OOG and grantee-defined project activities.

Click on the 'pencil' icon next to each activity to enter the percentage of time spent on the activity as well as a brief description of how the activity is performed. Click on the 'diskette' icon to save the information entered for each activity.

Activity	Edit	Dedicated Percentage	Description of Activity	Delete
Target Hardening		100	Target Hardening	

Check this box to Confirm Deletion of a Project Activity

Note: Once you **Save** each item above, the subtotal for the **Dedicated Percentage** column will refresh below under **Total**.
Total: 100 Percent

Public Safety Office

NSGP – Measures Tab

- Input your anticipated output performance measures

Entering the OOG-Defined Output Performance Measure Information

Please enter the required target levels for each output measure listed below. 

Edit	Output Measures	Target Level
	Number of exercises conducted.	0
	Number of facilities hardened.	1
	Number of individuals participating in exercises.	0
	Number of people trained.	0
	Number of plans developed or updated.	0

Entering the OOG-Defined Outcome Performance Measure Information

Please enter the required target levels for each outcome measure listed below. 

Edit	Outcome Measures	Target Level
	Number of individuals from stakeholder organizations participating in planning/coordination meetings.	0
	Number of stakeholder organizations participating in planning/coordination meetings.	0

Public Safety Office

NSGP – Budget Tab

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- The budget tab is where you will tell the PSO what your specific budget costs will include.
- Your budget will need to be broken down into different categories, depending upon planned costs.
- Validate M&A

Select and Enter Budget Line Item Details

New Budget Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project
 Contractual and Professional Services	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
 Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
 Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
 Supplies and Direct Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
 Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Totals

OOG Funds:	Cash Match:	In Kind Match:	Total Project:
<input type="text" value="\$10,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$10,000.00"/>

Click to access the [FEMA Authorized Equipment List \(AEL\)](#)

POETE Groupings

Planning:	Organization:	Equipment:	Training:	Exercises:	M & A:
<input type="text" value="\$0.00"/>	<input type="text" value="\$10,000.00"/>				

[Expand Solution Area](#)

[Expand Disciplines](#)

Public Safety Office

NSGP – Budget Tab

- The “+” sign = Expand
- The folded paper icon = Add
- The pencil icon = Edit
- The system calculates the “Budget Summary Totals”
- There is a link to the FEMA AEL List under this tab

Select and Enter Budget Line Item Details

New Budget Item	Budget Category	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
	 Contractual and Professional Services	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	
OOG-Defined Line Item		OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
	Grant Management and Administration Services (M&A)	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	
Edit Grantee-Defined Line Item		OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
	Contracted Accounting Services - manage all payments, reporting and maintenance of financial records related to the grant	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
	Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Supplies and Direct Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Budget Summary Totals

OOG Funds:	Cash Match:	In Kind Match:	GPI:	Total Project:
\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00

Validate M&A is less than 5% of OOG Funds

Click to access the [FEMA Authorized Equipment List \(AEL\)](#) ←

Public Safety Office

NSGP – Budget Tab

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For each line item of your budget you will need to:

- Select a radio button for the most appropriate OOG-defined line item
- Provide a detailed description of the line item
- Enter the Total amount to be spent on that Item(s)
- List the units (a quantity is required for equipment)
- Click “Add New Budget Item” to save your entry
- Link to the [Budget Details Guide](#)

Select an OOG-Defined Budget Line Item within a Sub Category: ?

- Equipment * 14CI-00-COOP System, Information Technology Contingency Operations
- Equipment * 14EX-00-BCAN Receptacles, Trash, Blast- Resistant
- Equipment * 14EX-00-BSIR Systems, Building, Blast/Shock/Impact Resistant
- Equipment * 14SW-01-ALRM Systems/Sensors, Alarm
- Equipment * 14SW-01-ASTN Network, Acoustic Sensor Triangulation
- Equipment * 14SW-01-DOOR Doors and Gates, Impact Resistant
- Equipment * 14SW-01-EXTM System, Fire Extinguisher Monitoring
- Equipment * 14SW-01-LITE Lighting, Area, Fixed
- Equipment * 14SW-01-LRHW Long Range Hailing and Warning Device
- Equipment * 14SW-01-PACS System, Physical Access Control
- Equipment * 14SW-01-SIDP Systems, Personnel Identification
- Equipment * 14SW-01-SIDV Systems, Vehicle Identification
- Equipment * 14SW-01-SNSR Sensors/Alarms, System and Infrastructure Monitoring, Standalone
- Equipment * 14SW-01-VIDA Systems, Video Assessment, Security
- Equipment * 14SW-01-WALL Barriers: Fences; Jersey Walls
- Equipment * 14SW-02-HSCN Equipment, Hull Scanning
- Equipment * 14SW-02-RADR Systems, Radar
- Equipment * 14SW-02-SONR Systems, Sonar
- Equipment * 14SW-02-VBAR Barriers, Vessel
- Equipment * 15IN-00-PLSN System, Pulsed Neutron Activation, Non-Invasive
- Equipment * 15IN-00-RADR Radar, Ground/Wall Penetrating
- Equipment * 15IN-00-XRAY System, Mobile Search & Inspection; X-Ray
- Equipment * 15SC-00-PMON Monitors, Portal
- Equipment * 15SC-00-PMSP Monitor, Portal, Spectroscopic
- Equipment * 15SC-00-PPSS Systems, Personnel/Package Screening

Enter the Grantee-Defined Budget Line Item Description: ?
New Gate to control access to the property.

Enter the OOG Funds Amount: ?
10000

Enter the Cash Match Amount: ?

Enter the In Kind Match Amount: ?

Enter the Generated Program Income (GPI) Amount (prior approval required): ?

Unit: ?
1

Select Line Item

Add detailed description

Add amount

Add quantity

Click to Save

Public Safety Office

NSGP – Documents Tab

- Lobbying
- Debarment Certification

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the appropriate response:

- Yes
- No
- N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the appropriate response:

- Yes
- No
- N/A

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify
- Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Enter the debarment justification:

Public Safety Office

NSGP – Homeland Security Tab

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- Select this DHS Project Type and Core Capability as shown
- Indicate whether project Builds or Sustains Capabilities
- Indicate if capabilities are Deployable or Shareable
- Check box to indicate Construction/Renovation is involved
- (6) Do not check this box

Fund Source Information and Requirements

DHS Project Type: **1** Assess vulnerability of and/or harden/protect critical infrastructure and key assets

Capabilities

Select one Core Capability: **2** Physical Protective Measures

[See the detailed Core Capability descriptions within the National Preparedness Goal](#)

Identify if this investment focuses on building new capabilities or sustaining existing capabilities.

New Capabilities (Build) **3**

Existing Capabilities (Sustain)

Are the assets or activities Deployable or Shareable:

Deployable **4**

Shareable

Neither Deployable or Shareable

Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures **5**

Check if these funds will support a project that was previously funded with HSGP funding **6**

Click here to view the National Preparedness Goal

Public Safety Office

NSGP – Homeland Security Tab

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- Select best choice for Project management step

Project Management Step Involved: _____

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

Select	Steps	Description	Process
<input type="checkbox"/>	Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.
<input type="checkbox"/>	Plan	The purpose of establishing, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or any peculiarities to the project as a whole and/or any specific phases of the project.	Involves working out and extending the theoretical, practical, and/or useful application of an idea, concept, or preliminary design. This also involves a plan for moving a project concept to a viable project.
<input checked="" type="checkbox"/>	Execute	The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.
<input type="checkbox"/>	Control	A mechanism w hich reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	Involves exercising corrective action as necessary to yeild a required outcome consequent upon monitoring performance. Or, the process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate corrective action as needed.
<input type="checkbox"/>	Close Out	The completion of all work on a project. Can also refer to completion of a phase of the project.	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.

Public Safety Office

NSGP – Homeland Security Tab

- Provide at least 3-5 milestones*

Milestones

Special Instructions Related to Project Milestones

Provide a description and associated key activities that lead to the milestone event over the period of performance. Start dates should be included within the milestone description and should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Applicants should provide at least 3-5 milestones, but no more than 10 milestones.

Milestone Format Examples
Prepare and Submit EHP Screening Form – Start: 10-1-2017
Research, Select and Hire Contract Trainer – Start: 12-1-2017

Milestones should occur throughout the project.

Enter dates as MM-DD-YYYY

Milestone	Completion Date	Edit	Delete
Prepare and Submit EHP Screening Form - Start: 10-1-2018	03-31-2019		Delete
Schedule Training - Start: 2-1-2019	05-31-2019		Delete
Hold Training Event	12-31-2019		Delete
Procure and Install Equipment - Start: 4/1/2019	02-28-2020		Delete

[Create New Milestone](#)

Milestone: Completion Date:

[Add Milestone](#) [Cancel](#)

Public Safety Office

NSGP – Fiscal Capability Tab

- Year your organization was founded
- 501(c)(3) date
- Federal EIN (number)
- Charter number
- Accounting system

Fund Source Information and Requirements

Section 1: Organizational Information

Enter the Year in which the Corporation was Founded:
 1

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:
 2

Enter the Employer Identification Number Assigned by the IRS:
 3

Enter the Charter Number assigned by the Texas Secretary of State:
 4

Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).
Select the appropriate response:
 Yes 5
 No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?
Select the appropriate response:
 Yes 6
 No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?
Select the appropriate response:
 Yes 7
 No

Public Safety Office

NSGP – Fiscal Capability Tab

- Financial Capability
- Budgetary Controls



Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes
- No **8**

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes
- No **9**

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes
- No **10**

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes
- No **11**

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes
- No **12**

- Internal Controls



Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?
Select the appropriate response:

Yes
 No

Is there separation of responsibility in the receipt, payment, and recording of costs?
Select the appropriate response:

Yes
 No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.
Enter your explanation:

Notes by Grantee to OOG:
Note from OOG to Grantee

[Save Note from OOG to Grantee](#) [?](#)

[Printer Fri](#)

[Previous](#) [Save and Continue](#)

Public Safety Office

NSGP – Summary – Validation Tab

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- Application Errors
- Required Entries
- Invalid Entries



List of Application Errors and Incomplete Information	
Item(s) that Need to be Resolved	Tab Name
Required: The designation of one or more of the following grant officials: Authorized Official, Financial Officer, and/or Project Director.	Profile
Invalid: The Authorized Official, Financial Officer, and the Project Director must be separate persons when named as a grant official for this project. For more information please reference <i>1 TAC, §3.2501.</i>	Profile
Required: Data Universal Numbering System (DUNS) is a required field. You must enter the DUNS number assigned to your agency.	GrantVendor
Required: The System for Award Management (SAM) Expiration Date is blank.	GrantVendor
Required: The Direct Deposit form must be uploaded before you can submit your application.	GrantVendor
Required: The W9 form must be uploaded before you can submit your application.	GrantVendor
Required: The New Payee ID form must be uploaded before you can submit your application.	GrantVendor
Required: Information regarding the year founded.	Fiscal Capability
Required: Information regarding the IRS Date.	Fiscal Capability
Required: Information regarding the IRS assigned number.	Fiscal Capability
Required: Information regarding the charter number.	Fiscal Capability

Public Safety Office

NSGP – Upload Files Tab

- Upload your FY 26 Investment Justification (IJ), Risk Assessment and Mission Statement here by established deadline
- Upload your Resolution to the “Upload Required Documents” section

***Do NOT upload financial documents here**

Upload Documents

Complete this section to upload documents to this project in eGrants.

Enter the Description of the File to be uploaded, then click the Browse button: **1**

When the Name of the File displays in the box below, click on the Upload button:

No file chosen **2**

Uploaded Documents

This section displays all of the files that you have uploaded to eGrants to date. To view the contents of your file, click on the link in the 'Click to View' column.

10 Items Per Page Select the number of records to display per page.

Click to View	File Description	Uploaded By	Date / Time File Uploaded	Size of File
1				

Upload Required Documents

Complete this section to upload required documents to this grant in eGrants.

Choose file type to upload: Resolution from Governing Body **3**

When the Name of the File displays in the box below, click on the Upload button:

When the Name of the File displays in the box below, click on the Upload button:

No file chosen **4**

Uploaded Required Documents

This section displays all of the files that you have uploaded to eGrants to date. To view the contents of your file, click on the link in the 'Click to View' column.

10 Items Per Page Select the number of records to display per page.

Click to View	File Description	Uploaded By	Date / Time File Uploaded	Size of File
1				

Public Safety Office

NSGP – Submit Application Tab

- Resolve any application errors

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Eligibility, Profile, Narrative, Activities, Measures, Budget, Documents, Homeland.Security, Conditions.of.Funding, Fiscal.Capability, **Submit.Application** (highlighted with a red box), and Summary.

Below the navigation bar, there are three main sections:

- General Information and Instructions**: Contains links for [View Introduction](#) and [View Instructions](#).
- Fund Source Information and Instructions**: Labeled **Reserved** with the text "This section left intentionally blank."
- List of Application Errors and Incomplete Information**: Contains a table with the following data:

Item(s) that Need to be Resolved	Tab Name
Required: Project Title for this project.	Profile
Required: Start Date for this project.	Profile
Error! The Project End Date day must be the last day of the month	Profile
Required: Geographic Impact for this project.	Profile

A red callout bubble points to the 'List of Application Errors and Incomplete Information' section, containing the text: "All errors must be cleared before you be able to submit your application".

Public Safety Office

NSGP – Submit Application Tab

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- Application Submission is a two-step process:
 1. **Submit** your application
 2. **Certify** your application
- **Only the Authorized Official can certify the application**

List of Post-Award Conditions of Funding and Other Fund-Specific Requirements

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Project Funds	Hold Line Item Funds
--	--------------	----------	--------------------	----------------------

Public Safety Office

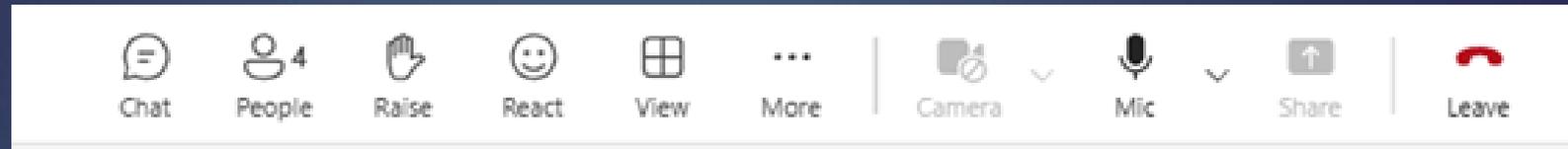
NSGP – Submit Application Tab

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Applications will not be considered if:

- You did not submit and certify a complete application in eGrants by the PSO deadline
- You do not clearly state a terrorism risk
- You do not complete and upload the following by the PSO deadline:
 - Mission statement
 - Vulnerability assessment
 - Required FEMA 2026 IJ document (ten calendar days from the date FEMA releases the 2026 Investment Justification)

The SAA will begin reviewing documentation upon receipt and initiate the administrative processes required by FEMA to prepare the Federal application immediately after the SAA (State) deadline.



Once the facilitator opens the floor for questions, one of two things will happen:

- A. You see the mic icon become active. Look at the toolbar at the top or bottom of your screen. If the mic icon is no longer greyed out, click it to unmute. Speak normally. Click again to mute when finished.
- B. You get a pop-up asking to unmute. Sometimes the presenter unmutes you directly.

You'll see a prompt like: "The organizer would like to unmute your microphone." Click Unmute to accept.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

NONPROFIT SECURITY GRANT PROGRAM INVESTMENT JUSTIFICATION

As part of the Nonprofit Security Grant Program (NSGP) application, eligible 501(c)(3) organizations must develop a formal Investment Justification (IJ) that addresses each initiative proposed for funding. These IJs must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities. Additionally, the IJ must demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by the Federal Emergency Management Agency (FEMA). Nonprofit subapplicants must ensure that the IJ is consistent with all applicable requirements outlined below. **Each IJ must be for one facility/location.**

FEMA has developed guidelines that establish the required IJ content and helps ensure that submissions are organized in a consistent manner while addressing key data requirements. This form (Office of Management and Budget [OMB] Number 1660-0111/ FEMA Form Number FF-207-FY-21-115) may be used by nonprofit subapplicants to complete and submit their IJ. Failure to address these data elements in the prescribed format could potentially result in the rejection of the IJ from review consideration.

Nonprofit subapplicants must use the following naming convention when submitting required documents for the **NSGP-UA: "FY2025_NSGP_UA_<State Abbreviation>_<Urban Area>_<Nonprofit Name>"; and NSGP-S: "FY2025_NSGP_S_<State Abbreviation>_<Nonprofit Name>".**

Applications should be submitted by the nonprofit organization to the State Administrative Agency (SAA) as a completed fillable Adobe file. Scanned copies will not be accepted. Nonprofit subapplicants should contact their respective SAA to get information on the application deadline and other SAA requirements. If an extension to the deadline is required, nonprofit organizations must consult with their respective SAA.

Public Safety Office

Investment Justification (IJ)

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- The Investment Justification (IJ) is a fillable template provided and required by FEMA that asks nonprofits to describe the organization, the organization's risks/threats, and proposed projects/activities to mitigate security deficiencies (as identified in the vulnerability assessment) utilizing NSGP funding.
- Nonprofit organizations must fully answer each question in all the sections of the IJ(s) for the form to be considered complete. Nonprofit organizations should summarize the most critically important, impactful, and salient information in the IJ.
- *Reminder: Nonprofit organizations may submit **up to three (3) Investment Justifications with one (1) unique Investment Justification form for each physical location/address.** Each Investment Justification can request up to \$200,000 per location for a total of \$600,000 across three physical locations/addresses.*

Public Safety Office

Investment Justification (IJ)

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- The Investment Justification (IJ) Template is released by FEMA with the FY 2026 NSGP Notice of Funding Opportunity (NOFO)
- The PSO will email all applicants that have created an application in eGrants the FY 2026 IJ template. HSGD will run a report daily to identify new applicants.
- The IJ template (if released) , risk assessment, and mission statement must be uploaded to eGrants no later 5:00pm CST on the date of the state deadline.
- Applications received or incomplete after the deadline will not be considered for funding.

Public Safety Office

Investment Justification (IJ) – FEMA IJ Scoring

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- Applicant responses will receive a score based on how well the required information is addressed.
- Each section of the IJ is scored independently with a possible score total of 40.
- FEMA will award 15 bonus points for those who have not previously received an award.
- For more information on the scoring and selection process, review the [FY 2025 NSGP NOFO](#).

Public Safety Office

Investment Justification (IJ) – Section 1-Applicant Information (Administrative)

Section I – Applicant Information

- Legal Name of the Organization/Physical Address of the Facility/County
- Year the Original Facility was Constructed
- Owning vs. Leasing/Renting and Permission to Make Enhancements
- Year the Organization Began Operating from the Facility
- Other Organizations in Facility
- Mission Statement Summary
- Membership/Population Served
- Organization Type
- Organization's Affiliation
- 501(c)(3) Tax-Exempt Designation
- UEI obtained via the System for Award Management
- Funding Stream
- Designated high-risk urban area (if applicable)
- Federal Funding Request (total estimated cost of projects/activities)
- Investment Phase (new or continuation)

Public Safety Office

Investment Justification (IJ) – Section 1-Applicant Information (Administrative)

PART I. NONPROFIT ORGANIZATION SUBAPPLICANT INFORMATION				
Identify the following:				
LEGAL NAME OF THE ORGANIZATION				
Please list the physical address of the facility.	STREET			
	CITY	STATE	ZIP CODE	COUNTY
Is the building owned, or are you leasing/renting?		If leasing or renting, do you have the owner's permission to make the proposed security enhancements?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
At the time of application, is the organization actively occupying and functioning out of the location listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Public Safety Office

Investment Justification (IJ) – Section 1-Applicant Information (Administrative)

Are you the only nonprofit operating in/from this facility/building? Yes No

If "No," please explain how the proposed security enhancements benefit both you and the other organization(s).

Note: Only one nonprofit can apply per building/facility/physical structure/address. However, the request and subsequent security enhancements may benefit nonprofits who cohabitate/operate in/from the same location. Multiple requests for federal assistance from the same physical address/building/facility/structure will all be deemed ineligible.

Based on your mission statement, please summarize your organization's mission, ideology, and/or beliefs.

What is the primary organization type?

If "Other," please describe the type of organization.

- Ideology-based/Spiritual/Religious
- Educational
- Medical
- Other

Public Safety Office

Investment Justification (IJ) – Section 1-Applicant Information (Administrative)

- Nonprofit organizations should select the appropriate organization affiliation

Please select the organization's primary affiliation:

If "Other," please describe affiliation.

<input type="text"/>	Jewish
	Christian
	Hindu
	Islamic
	Sikh
	Buddhist
	Unaffiliated/None
	Other

Eligible organizations are registered 501(c)(3) nonprofits or otherwise are organizations as described under 501(c)(3) of the Internal Revenue Code (IRC) and tax-exempt under section 501(a) of the IRC. More information on tax-exempt organizations can be found at: <https://www.irs.gov/charities-non-profits/charitable-organizations>.

Is the organization eligible under the IRC to receive NSGP funds? Yes No

Does the organization have a Unique Entity ID (UEI) Number? Yes No

If "Yes," please enter the UEI Number for the organization:

Applications can only be submitted with a current and valid UEI number; pending UEI numbers will not be accepted.

Are you physically located in a current Urban Area Security Initiative designated urban area? Yes No

If "Yes," select the designated urban area from the list

Public Safety Office

Investment Justification (IJ) – Section 2-Background Information
(5 out of 40 Points) 500 character limit

PART II. BACKGROUND INFORMATION (5 POSSIBLE POINTS OUT OF 40)

Please describe (if applicable) this location’s symbolic value as a highly recognized national or historic institution/landmark that renders the site as a possible target of terrorism.

Please select (if applicable) the current, ongoing, or recent (last 3 years) event(s) in which your organization has been involved in prevention, protection, response, and/or recovery:



Please describe the organization’s role in prevention, protection, response, and/or recovery, specifically highlighting the efforts that demonstrate integration of nonprofit preparedness with broader state and local preparedness efforts.

Public Safety Office

Investment Justification (IJ) – Section 3-Risk (15 out of 40 Points)

2,200-character limit

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- Narrative responses for the following:
 - **Threat:** Describe the identification and substantiation of specific threats, incidents, or attacks against the nonprofit organization or a closely related organization, network, or cell (examples include police report, insurance claim, internet threats, etc.).
 - **Vulnerability:** Describe your organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist attack.
 - **Consequence:** Describe potential negative effects/impacts on your organization's assets, systems, and/or function if disrupted, damaged, or destroyed due to a terrorist attack.

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Investment Justification (IJ) – Section 3-Risk (15 out of 40 Points)

Fiscal Year (FY) 2025 Nonprofit Security Grant Program (NSGP) Frequently Asked Questions (FAQs) – Information for Nonprofit Organizations:

Question 21: Ways an organization can demonstrate that it is at high risk of a terrorist or other extremist attack include but are not limited to:

Ways an organization can substantiate that it is at high risk of a terrorist attack include:

- Describe any incidents that have occurred at the facility.
- Describe any threats (e.g. verbal threats, vandalization) made against the organization.
- Describe current events with specific attention to incidents impacting organizations that have been targeted due to a similar mission, belief, or ideology.
- Contact organizations/agencies that can provide information on the current threat environment such as local law enforcement offices, local emergency management offices, Federal Bureau of Investigation Field offices, or Regional Protective Security Advisors. To reach a Protective Security Advisor, email CISARegion6@cisa.dhs.gov.

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Investment Justification (IJ) – Section 4-Facility Hardening (9 out of 40 Points)

2,200-character limit

- Section IV-A is a single narrative response that should:
 - Describe how the proposed projects/activities will harden (make safer/more secure) the facility and/or mitigate the identified risk(s) and/or vulnerabilities based on the vulnerability assessment
 - Describe how the proposed target hardening focuses on the prevention of and/or protection against the risk/threat of a terrorist attack.
 - Confirm that the proposed projects are allowable in accordance with the priorities of the NSGP (Funding Notice, PGM).
 - Confirm that the proposed projects are feasible (meaning there is a reasonable expectation based on predicable planning assumptions to complete all tasks, projects and/or activities within the subaward period of performance) and proposed milestones under the NSGP.

Public Safety Office

Investment Justification (IJ) – Section 4-Facility Hardening (9 out of 40 Points)

All proposed target hardening activities and associated costs should be explicitly outlined to include thorough detail, costs justification, and link to the vulnerability assessment established.

Example 1:

- Fencing: 240 feet of 8-foot chain-length fencing topped with 1 foot of barbed wire, to address vulnerability to breaching along the west side of the facility.

$$240 \text{ feet} \times \$208.33 \text{ per foot} = \$50,000$$

Example 2:

- \$5,000 for 8 exterior cameras, 3 located on lighting poles in the parking lot, 1 adjacent to the main entrance to the facility, and 1 on each corner of the building (4 corners), to address inability to monitor the exterior of our facility and identify suspicious activity.

$$8 \text{ cameras} \times \$625 = \$5,000$$

Note: Contracted Security Personnel costs, planning, training, and exercise costs should also be outlined in great detail, justified, and linked to the vulnerability assessment, similar to the examples above.

Public Safety Office

Investment Justification (IJ) – Section 4-Facility Hardening (9 out of 40 Points)

- Section IV-B lists proposed budget items, associated vulnerability and estimated funding
- The form provides a drop-down menu of allowable AEL codes/items

Section IV-B: In this section, list all proposed facility hardening equipment, projects, or activities as allowable per the Authorized Equipment List (AEL), NSGP Notice of Funding Opportunity (NOFO), and Preparedness Grants Manual (PGM). Select the AEL number and title, list the vulnerability the equipment/project/activity addresses, and enter the estimated funding requested (round up to the nearest dollar).

AEL NUMBER & TITLE – EQUIPMENT, PROJECT, OR ACTIVITY	VULNERABILITY TO BE ADDRESSED	ESTIMATED FUNDING REQUESTED (Round to nearest dollar)
[Drop-down menu]		
[Drop-down menu]		
[Drop-down menu]		

- Make sure that Sections IV A and B match

Public Safety Office

Investment Justification (IJ) – Section 5-Milestones (5 out of 40 Points)

- Describe any key activities that will lead to milestones in the program/project and grants management over the course of the NSGP grant award period of performance.
- The IJ template will allow up to 10 Milestones

PART V. MILESTONE (5 POSSIBLE POINTS OUT OF 40)		
Provide descriptions and associated key activities that lead to the milestone event over the NSGP period of performance.		
Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Milestones should reflect considerations to Environmental Planning and Historic Preservation reviews when applicable. <i>(10 milestones maximum)</i>		
KEY ACTIVITIES & CORRESPONDING MILESTONES	START DATE	COMPLETION DATE

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Investment Justification (IJ) – Section 6-Project Management (2 out of 40 Points) 1,000-character limit

- Narrative responses for the following:
 - Describe the proposed management team’s roles, responsibilities, and governance structure to support the implementation of the projects/activities.
 - Assess the project management plan/approach.

PART VI. PROJECT MANAGEMENT (2 POSSIBLE POINTS OUT OF 40)
Who will manage the project? <i>Include the name, phone number, email address, and experience of the project manager(s).</i>
<div style="background-color: #e6f2ff; height: 150px; border: 1px solid black;"></div>
Please assess your project management plan/approach. Assessment could include challenges to the effective implementation of this project and the coordination of the project with State and local homeland security partners.
<div style="background-color: #e6f2ff; height: 20px; border: 1px solid black;"></div>

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Investment Justification (IJ) – Section 7-Impact (4 out of 40 Points)

2,200-character limit

- Single narrative response that should:
 - Describe the outcome and outputs of the proposed projects/activities that will indicate that the investment was successful.

PART VII. IMPACT (4 POSSIBLE POINTS OUT OF 40)

Please describe the measurable outputs and outcomes that will indicate that this Investment is successful at the end of the period of performance.

Public Safety Office

Investment Justification (IJ) – Funding History

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- Nonprofit organizations that that have never received a NSGP award will have 15 points added to their score. FEMA will add these points to their scoring during the federal review process.

FUNDING HISTORY	
If the nonprofit organization has received NSGP funding in the past, provide the funding amount, funding year, and the investment type.	
Has the organization received NSGP funding in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If "Yes," please list the year(s), amount(s), and Project(s)/Investment(s). (Example: 2015, \$100,000, Emergency Lighting.)</i>	<div style="border: 1px solid black; padding: 5px;"><ul style="list-style-type: none">Last fiscal yearWithin the last 3 fiscal yearsWithin the last 5 fiscal years</div>

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Investment Justification (IJ) – Nonprofit Subapplicant Contact Information

- Nonprofit organizations should provide the information for the individual that will be the primary point of contact for the application/project.

NONPROFIT SUBAPPLICANT CONTACT INFORMATION	
This application was written by: <input type="text"/>	
<input type="checkbox"/> By clicking this box, I certify that I am an employee or affiliated volunteer on behalf of the nonprofit organization or have been hired by the nonprofit organization to apply on their behalf for the Nonprofit Security Grant Program.	
FULL NAME	POSITION/TITLE
<input type="text"/>	<input type="text"/>
EMAIL	WORK PHONE
<input type="text"/>	<input type="text"/>

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Investment Justification (IJ) – Additional Information and Tips

- The IJ is a fillable PDF file. Organizations must have Adobe Reader to complete the form.
- It is recommended that your organization has reliable access to the internet and a computer capable of running Adobe Reader.
- The IJ for the **FY 2026 NSGP will not be available until the NOFO** is released. The SAA will send the template to all organizations with an application initiated in eGrants. The template will also be posted on the eGrants website on the Updates page: eGrants - Grant Resources (texas.gov)
- Organizations can begin drafting their IJs in Word or a comparable application before completing the PDF template. This will allow organizations to prepare and review their planned submission in advance.
- Please submit your IJ in a fillable PDF format.



Once the facilitator opens the floor for questions, one of two things will happen:

- A. You see the mic icon become active. Look at the toolbar at the top or bottom of your screen. If the mic icon is no longer greyed out, click it to unmute. Speak normally. Click again to mute when finished.
- B. You get a pop-up asking to unmute. Sometimes the presenter unmutes you directly.

You'll see a prompt like: "The organizer would like to unmute your microphone." Click Unmute to accept.

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Resources for Nonprofit Organizations

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- Preparedness Grants Manual: [Preparedness Grants Manual](#) (See Section 9 NSGP-specific information) and FEMA Grants Guidance and Tools page on FEMA.gov: [Guidance and Tools | FEMA.gov](#)
- Grants Preparedness Webinar: [Preparedness Webinars](#)
- Faith-Based Organization Security Resources: [Faith Based Organizations and Houses of Worship](#)
- Mitigating Attacks on Houses of Worship: [Mitigating Attacks on Houses of Worship Security Guide](#)
- House of Worship Self-Assessment: [Houses of Worship Security Self-Assessment and Houses of Worship Security Self-Assessment User Guide and Survey](#)
- NSGP Notice of Funding Opportunity (NOFO) - [Nonprofit Security Grant Program | FEMA.gov](#)
- [Nonprofit Security Grant Program Subapplicant Quick Start Guide | FEMA.gov](#)

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Assistance Contact Information

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If you require **programmatic** assistance, contact your **Grant Manager** at:

NSGP – U: Mitchell Chen (512) 463-8413; fangxu.chen@gov.texas.gov

- *Houston* (Includes counties: Harris, Fort Bend, Montgomery, Brazoria, and Galveston)

NSGP – U: Maely Thomasson (512) 463-8311; maely.thomasson@gov.texas.gov

- *San Antonio* (Includes counties: Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendal, Kerr, McMullen, Medina, and Wilson)

NSGP – U: Daniel Delgado (512) 463-8418; daniel.delgado@gov.texas.gov

- *Dallas/Fort Worth/ Arlington* (Includes counties: Dallas, Denton, Tarrant and Collin)
- *Austin* (Includes counties: Travis, Williamson, and Hays)

State NSGP; NSGP – S; NSGP - U: Alex Bradshaw (512) 936-2026; alex.bradshaw@gov.texas.gov

- *State and Federal NSGP*

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Assistance Contact Information

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If you require technical assistance, contact the OOG eGrants Helpdesk at:

- Helpdesk (512) 463-1919; eGrants@gov.texas.gov
 - Login issues
 - Username issues
 - Delete forms from Upload Files tab

Public Safety Office

Preparedness Programs – Nonprofit Security Grant Program (NSGP)

